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# **E-LEARNING STUDENT USER MANUAL**

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## 1. Completing a Unit

- 1.1 Login using your student login and password.
- 1.2 Upon login you will see a Welcome message on the **Dashboard**.
- 1.3 Here you will find a table of containing a list of your **Active Enrolments** and **Completed Units** (if applicable).

This table will display information such as: the **Trainer** who will be marking your work, the **Status** of those units you are **Active** in and whether these units are **In Progress**, **Submitted** or **Marked**.

For units you are actively enrolled in, you can **Submit in Progress** units for marking, **View** (but not edit) **Submitted** units and review a trainer's **Comments** and rework **Marked** units.

- 1.4 To begin or continue working on a unit, click on the unit code and title (**displayed in RED**) that you wish to work on.
- 1.5 The next screen will display the **Unit information** screen and will have the unit code and title on the top of the page. Here you will find information about:
  - The Unit purpose
  - The Unit structure
  - Any other additional reading material that may be recommended

You will also find PDFs for **Unit information**, **Signoff forms** and **Assessment information**.

- 1.6 To begin reading the units content click on **Section 1** on the top right hand side navigation panel.
- 1.7 To scroll through to the next page by clicking on **Next**.
- 1.8 If at any time you would like to jump forward or back to a particular page, simply click on the **Page** drop down tab and select the page you wish to view.
- 1.9 To begin working on assessment activities, click on **Section 1 Activities**.
- 1.10 All assessments will be divided into **Sections**, **Activities** and **Questions**. Complete the questions by adding your answers in the text box supplied. The text box will expand if you require more room for typing.

**IMPORTANT:** Be sure to save your work on an ongoing basis. You do this by clicking **Save** at the bottom of every page. **Your work will NOT BE SAVED if you exit out of the window without saving it.** It is important that you save your work before you click out of the window to save having to complete the questions again.

- 1.11 In addition to each Section's Activities there may also be **Written/ Oral Questions** and **Work related projects** you may be required to complete. Just like the questions in the Activities, complete the questions by typing in your answer in the text box provided.

There may be questions or work related project that require you to upload documents. See **Section 2 Uploading Documents** below for more information.

## 2. Uploading Documents

- 2.1 Review the **Question or Activity** that is asking you to **upload a document**.
- 2.2 Create the document required and **save it to your local computer drive** (you're your Desktop /C drive) or **USB**.

- 2.3 Return to the Activity or Question that requires you to upload the document, click **Browse** and locate the document you wish to upload - Click **Open**.
- 2.4 This will return you to the Question or Activity. Click **Save** to complete the upload.

### 3. Submitting your work

Once you have read all the content in each section and completed all activities, Written Questions and Work Related Project, your work is ready for you to **Submit**.

- 3.1 To submit your work, click on **Dashboard**.
- 3.2 Under the list of **Active Enrolment**, select the unit you wish to submit by clicking on **Submit** on the right hand column of the table.
- 3.3 You will be prompted by a small window asking you to **confirm** that you are ready to submit work. If so, click **OK**.
- 3.4 Your trainer will now be notified that your work is ready to be marked.

**REMINDER:** *Do not forget to press submit when you have completed a unit or want your progress so far to be assessed. This applies to all forms of student (Course or RPL).*

### 4. Returned work with Comments

For submitted units that have been found **Not Yet Competent**, the unit will be sent back to you for rework and should include comments from your trainer on areas that need improvement.

- 4.1 To review your trainer's comments, click on **Dashboard**.
- 4.2 Under the list of **Active Enrolment**, select the unit you wish to review by clicking on **Comments** on the right hand column of the table.
- 4.3 Your trainer's comments can be found under **Trainers Comments** on this next page.
- 4.4 To edit your answers click on **Click here to continue working on this unit**.
- 4.5 This will take you back to your saved work. Continue working on the activities as set out in **Section 1 Completing a Unit**.

### 5. Using Messages

- 5.1 To send, view and receive messages, click on **Messages** on the top right hand navigation bar. The first page you see will display all your new unread messages.
- 5.2 To **create and send** a message click on **New Message** on the right hand side of the navigation bar.
  - 5.2.1 To send a message to individual users, search for the name of the recipient in the top search bar titled **Search for a Recipient**. Search for your recipient via first name or last name. Once found, click on the recipient you wish to send to the message to.  
*To add another recipient repeat this step.*
  - 5.2.2 To send a message to **All My Trainers** and or the **Training Organisation**, simply check the box next to the one that applies.

- 5.2.3 If you wish to send this message as a SMS, click **Send as SMS**. If you wish to send it internally as a message within the system leave this unchecked.  
***Note:** You may not have access to this functionality, so please contact your administrator if you would like it added to your account.*
- 5.2.4 Type in the title of your message in the **Subject** bar.
- 5.2.5 Type in your message in the **Message** text box provided.
- 5.2.6 Once complete, click **Send** to send the message to the recipients.
- 5.2.7 If you wish to cancel at any time, simply click **Cancel** at the bottom of the page.
- 5.3 If there are messages in your **Inbox**, there will be a number next to **Messages** on the top navigation panel, for **example Messages (1)**.
  - 5.3.1 To view these click on **Messages**, all unread new messages will be listed below. To view your complete inbox click on **Inbox** located on the right hand side navigation bar.
  - 5.3.2 A list of all new and old messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.
  - 5.3.3 When the message appears, you will be able to reply, delete or exit the message.
    - 5.3.3.1 To reply, click on **Reply**, type in your response and click **Send** to send to the message to the recipient.
    - 5.3.3.2 To delete the message from your inbox, click **Delete**.
    - 5.3.3.3 To exit at any time simply click out of the window by clicking on any navigation title.
- 5.4 To view all sent messages, click on **Sent Items** in the right hand side navigation panel.
  - 5.4.1 A list of all sent messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.
  - 5.4.2 When the message appears, you will be able to reply, delete or exit the message.
    - 5.4.2.1 To reply, click on **Reply**, type in your response and click **Send** to send to the message to the recipient.
    - 5.4.2.2 To delete the message from your inbox, click **Delete**.
    - 5.4.2.3 To exit at any time simply click out of the window by clicking on any navigation title.
- 5.5 All deleted items will be saved in **Trash**. To view these click on **Trash** in the right hand side navigation panel.
  - 5.5.1 A list of all deleted messages will be displayed. To **view any message**, click on the **Subject** of the message you wish to view.
  - 5.5.2 When the message appears, you will be able to reply, delete or exit the message.
    - 5.5.2.1 To reply, click on **Reply**, type in your response and click send to send to the recipient.

- 5.5.2.2 To **PERMANENTLY** delete the message from your inbox, click **Delete**.
- 5.5.2.3 To exit at any time simply click out of the window by clicking on any navigation title.

## 6. Editing Your Details

- 6.1 To change your **Login name** and/or **reset your password**, click on **Edit details**.
  - 6.1.1 Update your login name in bar titled **Login**.
  - 6.1.2 To update your password, scroll to the bottom of the page and enter your new password in both the bar titled **Password** and **Confirm Password**.
  - 6.1.3 Once complete, click **Submit**.
  - 6.1.4 The next time you login, remember to use your new login name and password.
- 6.2 To **update** any **other** parts of your **details** simply update the areas within the form provided below and click **Submit**.

## 7. Recognition of Prior Learning (RPL) Students

Students may wish to complete one or all of the units of competency by Recognition of Prior Learning (RPL) or Recognition of current competency. A student may elect to do this at any time; in fact we at MG Training and Development Pty Ltd and Pirii Australia Pty Ltd encourage all of our students to consider the use of RPL.

The student may identify that they already have some or all of the skills required for this unit prior to or during the training. If they believe they can already demonstrate these skills they should speak with or notify their assessor that they wish to apply for RPL. If a student has already identified that they intend to use the RPL process then they do not need to notify their assessor a second time.

To commence the RPL process for each unit go to the side bar and download the Competency Review Tool (See Fig. 1 red box). This is a pdf document that may be typed in (if you have the correct program on your computer) or you may print and complete by hand. This can then be used to record the evidence you have of your skills in relation to the elements and performance criteria, critical aspects of evidence, required skills and knowledge and employability skills.

Figure 1:



Using this tool will involve the collection and submission of evidence, e.g. work samples, photographs, reports, references, examples of products made etc. This evidence may be derived from previous paid work experience, volunteer work experience, education or general life experience.

Evidence may be uploaded, with a suitable title that identifies the student, unit and contents through the Additional Evidence Tab (Fig. 1 Bottom tab). You may zip multiple documents in a single file but please do not exceed 7Mb per upload.

In addition all RPL students are required to complete the questions contained in the written/oral questions section (Fig. 1 Bottom highlighted in green box). Responses must be in writing through the answer boxes or uploaded file – Students should follow the instructions in the assessment activity.

Once students are satisfied that they have addressed all of the RPL requirements they should then go to the Additional Evidence Tab (Fig. 1 Bottom tab) and upload the completed Competency Review Tool, ensuring that the Range Statement, Elements and Performance criteria, Critical aspects for assessment, Required skills, Required knowledge and Employability skills have been addressed (Evidence Provided by Learner Column). Students need only provide a short dot point or a reference to its location in the evidence provided.

**NOTE:** Students may, and are encouraged, to look through the learning materials provided, in order to refresh their skills and competencies. The materials are provided as a part of a holistic approach to competency and assessment and thus are available to students at all levels of competency.

The student should also download the Assessment Record that is located in the assessment tools (See Fig. 1 blue box). The student should complete the front page (name etc.) and complete the Supervisor/ third party/ assessor demonstration report, ensuring that each item has been addressed. Electronic Signatures are acceptable. Once completed the document should be uploaded to the Additional Evidence.

Once the student is satisfied that they have addressed all criteria they should return to the Dashboard and click on “Submit” for the unit completed.

*RPL students do not need to complete any other activity.*

Once the submission has been received and assessed by the Trainer/Assessor the student will be advised of their progress (Competent or Not Yet Competent). In the case of a finding of Not Yet Competent the student will be asked to complete other assessments within the package in order to cover/fill any competency gaps. Students will not be charged any additional fee for this service.

**REMINDER:** *Do not forget to press submit when you have completed a unit or want your progress so far to be assessed. This applies to all forms of student (Course or RPL).*